



## **German-U.S. Librarian Exchange Opportunity**

The Berufsverband Information Bibliothek (BIB) and the ALA International Relations Office (IRO) have agreed to work together to help facilitate exchanges between librarians in the two countries. This program was begun after the “World Library and Information Congress: 74<sup>th</sup> IFLA General Conference and Council, Quebec, Canada, 10.-14. August 2008”.

There are a number of exchange opportunities listed below. If you are interested in doing a library exchange in Germany please contact the IRO at [intl@ala.org](mailto:intl@ala.org)

### **TYPES OF EXCHANGES POSSIBLE BETWEEN AMERICAN AND GERMAN LIBRARIES AND LIBRARIANS**

#### **1. - Professional visits**

The object of these visits is to give American and German librarians an idea of library science practices in the country they are visiting.

#### **USA -> Germany**

These visits are organized by the unit dealing with international relations of the BIB at the request IRO.

The BIB unit

- contacts the German libraries which have an interest the American librarian(s) wishing to visit Germany

- organizes the work schedule of the visit by reaching an agreement on the expectations of both sides (types of library, specific fields of library science) in providing for from one half to a full day's visit in each institution depending on its size and on the interests of the visitor(s).
- help if necessary to reserve hotels and arrange transportation - the librarian will supply a short report back to the IRO on the exchange.

### **Germany -> USA**

These visits are organized by IRO at the request or of the German librarian(s) informed of the program.

#### **The IRO**

- contacts the American libraries which interest the German librarian(s) wishing to visit the United States
- organizes the work schedule of the visit by reaching an agreement on the expectations of both sides (type of library, specific fields of library science) in providing for from one-half to a full day's visit in each institution depending on its size and on the interest of the visitor(s).
- help if necessary, to reserve hotels and transportation
- The librarian will supply a short report back to BIB.

#### **Language**

For the German, some basic notions of English are necessary. For the Americans, some basic notions of German are necessary even if, in certain cases, they can obtain visits in English.

#### **Costs**

The costs of the visit are at the expense of the participant(s) or of his their library depending on whether the latter considers these visits as a form of continuing education. It would be desirable that the participating institution considers these visits, at the very least, as work days.

## **2. - Professional training periods**

These training periods are intended to allow the American or German librarian to improve their knowledge in the other country in one or two specific fields of library science.

These periods of training are of a length of one to three months. They do not involve complicated administrative steps. The librarian remains dependent on his mother institution. And his stay does not exceed the length of the permits accorded without taking special steps in the two countries. The librarian can thus be considered as a tourist.

### **USA -> Germany**

The first contact is established through the IRO by the American librarian interested in doing an exchange.

The BIB has the responsibility - of finding out the field(s) in which the American librarian wishes to undertake a training period

- of contacting the German libraries able to offer this possibility
- of informing the American candidate of the result of its inquiries

Once he/she has come to a decision, the American candidate should contact directly the library which interests him and personally settle the various formalities with the institution.

The German host library takes charge

- of organizing in its institution the formation of the trainee
- of helping the candidate to find lodging (rented or in the home of a colleague ready to welcome a foreigner for one to three months)
- of requesting from the candidate the financial guarantees necessary for his stay in Germany:
- the regular arrival of the part of his salary paid by his American employer necessary for his daily life in Germany (including the opening of a bank account in Germany where this money will be paid to him)
- the basic and the complementary insurances (covering health and professional and non-professional accidents)
- of enrolling, if necessary, the candidate for a linguistic aids course in German.

The American participating library

- guarantees the trainee his usual salary during the entire length of his stay in Germany
- ensures his transportation costs (including plane and train tickets, public transportation in Germany to travel from his domicile to his workplace) if the library agrees. Otherwise these costs are at the personal expense of the trainee
- guarantees the welcome of the German librarian on the same terms.

On the spot, the American trainee covers his current expenses (lodging, food, medical costs, leisure activities).

At the end of the training period, the library and the trainee must send an assessment of the latter's progress to the BIB and to IRO.

## **Germany -> USA**

The first contact is established through the BIB which supplies the German library with the list of American libraries offering training periods through the IRO to which the German librarian can make inquiries.

The BIB and/or IRO has the responsibility

- of finding out in which field(s) the German librarian wishes to undertake a training period
- of contacting the American libraries able to offer this possibility
- of informing the German librarian of the result of these inquiries.

Once he has come to a decision, the German candidate should contact directly the library which interests him and settle the formalities personally with this institution.

The American host library takes charge of

- organizing in its institution the formation of the trainee
- helping the candidate to find lodgings (rented or in the home of a colleague ready to welcome a foreigner for one to three months)
- requesting from the candidate the financial guarantees necessary for his stay in the United States
- the regular arrival of the part of his salary paid by his German employer to cover everyday expenses in the United States (including the opening of a bank account in the U.S. where this money can be deposited)

- providing information on the basic and the complementary insurances (covering health, professional and non-professional accidents)
- helping enroll, if necessary, the candidate for a linguistic aids course.

The German participating library

- guarantees the trainee his usual salary (including social and pension plan benefits) during the entire length of his stay in the United States
- ensures his transportation costs (including plane and train tickets, transportation in the United States between his home and the workplace : in others words, according to the area, renting a car) if the library administration agrees. Otherwise these costs are at the private expense of the German trainee
- ensures the costs of the complementary insurance to the extent that the budget and the policy of the mother institution permit
- guarantees the welcome of the American librarian on the same terms.

On the spot, the German librarian covers his current expenses (accommodation, food, medical costs, leisure activities).

At the end of the training period, the librarian and the trainee must send an assessment of the latter's progress to the BIB and to the international division of the ALA.

### **Prerequisite Conditions**

The American candidate must have taken a basic course in German and the German candidate should have taken a course which gives him the basic skills in written and spoken English.

### **3. - Professional Immersion**

Professional immersion for a period of six months to one year is intended to allow the seasoned librarian (with a minimum of five year's experience) to practise his professional special field in a new environment by participating, as an ordinary employee, directly in the life of the library which welcomes him.

On his return, the librarian will tackle the problems and the daily management of his work with a fresh outlook and perspective which will should allow him to find solutions based on his experiences elsewhere. With his renewed stock of knowledge, he will bring back different procedures which should allow his library to adapt and improve its services even more

### **Limits of the Exchange**

An exchange is only possible between librarians performing similar duties in a similar type of library (university library -> university library, public services -> public services, etc.)

### **Conditions**

Before his departure, the candidate must spend at least 15 days on the spot with the colleague whom he will replace. The departure for the immersion must have taken place a maximum of one month after this basic training.

### **Administrative Formalities**

As it involve a stay exceeding the limit of a tourist visa, the associations (ALA and BIB) will handle the administrative steps at the federal level. The host libraries will take care of the administrative steps at the U.S. state and local levels.

## **Procedure**

### **USA->Germany**

The first contact is established through the BIB or through the IRO by the librarian informed of the program.

The BIB is in charge

- of finding out the specialization of the American librarian - of contacting the German libraries able to offer this facility - of informing the American candidate of the result of its inquiries

Once he has come to a decision the American candidate make direct contact with the library in which he is interested and settle the formalities personally with this institution.

The German host library takes charge of

- asking the librarian who will make the exchange to spend 2 weeks training his replacement
- organizing in its library the work of the foreign librarian
- asking the German partner of the American candidate if he is also prepared to exchange his car and his domicile for a period between 6 months to one year. In this case, the details should be settled directly between the two librarians
- helping, if the complete exchange is not possible, the candidate to find a lodging (rented or at the home of a colleague willing to welcome a foreigner for between six months to one year)
- asking the candidate for the financial guarantees necessary for his stay in Germany
- the regular arrival of the part of his salary paid by his American employer to cover everyday expenses in Germany (including the opening of a bank account in Germany where this money can be paid to him)
- basic and complementary insurances (covering health, professional and non-professional accidents)
- enrolling, if necessary, the candidate for a linguistic aids course in German
- having taken all the administrative steps so that the American librarian does not have any problems during his stay in Germany.

The American participating library

- guarantees the American trainee his usual salary during the entire length of his stay in Germany
- ensures his transportation costs (including plane and train tickets, public transportation in Germany between his home and the work place) if the library administration agrees. Otherwise these costs are at the private expense of the American librarian
- guarantees the welcome of the German librarian on the same terms.

On the spot, the American librarian covers his current expenses (accommodation, food, medical expenses, leisure activities).

At the end of the exchange, the librarian and the trainee must send an assessment of the latter's progress to the BIB and to the international division of the ALA.

### **Germany -> USA**

The first contact is established through the BIB, which provides the German librarian with a list of American libraries offering possibilities of professional immersion, through the international division of the ALA which the German librarian can contact.

The BIB and/or the international relation division of the ALA are in charge

- of finding out the specialization of the German librarian
- of contacting the American libraries able to offer this particular service
- of informing the German candidate of the result of their inquiries

Once he has come to a decision, the German candidate make direct contact with the library in which he is interested and settle personally the formalities with this institution.

The American host library take charge of

- asking its librarian who will make the exchange to spend 2 weeks training his replacement
- organizing in its library the work of the foreign librarian
- asking the American partner of the German candidate if he is also ready to exchange his car and his domicile for between six months to one year. In this case, the details should be settled directly between the two librarians
- helping, if the complete exchange is not possible, the candidate to find accommodation (rented or at the home of a colleague ready to welcome a foreigner for between six months to one year)
- requesting the candidate to provide the necessary guarantees for his stay in the United States
- the regular arrival of the part of his salary paid by his German employer to cover everyday expenses in the United States (including the opening of a bank account in the U.S. where this money can be paid to him)
- information on the basic and complementary insurances (covering health, professional and non-professional accidents )
- enrolling, if necessary, the candidate in a linguistic aids course
- having taken all the administrative steps so that the German librarian does not have any problems during his stay in the United States.

The German participating library

- guarantees the German librarian his usual salary (including social and retirement benefits) during his entire stay in the U.S.
- ensures his transportation costs (including plane and train tickets, transportation in the United States between his home and the work place; in other words, according to the area, renting a car) if the library administration agrees. Otherwise these costs are at the private expense of the German librarian
- ensures the coverage of the costs of complementary insurances in as much as the budget and the policies of the mother institution permit
- guarantees the welcome of the American librarian on the same terms.

On the spot, the German librarian covers his current expenses (lodging, accommodation, food, medical expenses, leisure activities).

At the end of the exchange, the librarian and the trainee must send an assessment of the progress to the BIB and to the international division of the ALA.

## **ROLE OF THE IRO**

The IRO responsible in the U.S. for helping facilitating exchanges. It offers its support to those U.S. libraries and librarians who are its members in order to help them with the administrative aspects of the exchange with their German colleagues.

### **ROLE OF THE BIB**

The international relations unit of the BIB is responsible at the German level for facilitating exchanges. It offers its support to those German libraries and librarians who are willing to take a trainee in order to help them with the administrative aspects of the exchange with their American colleagues.

Quebec,

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